

# CEA



## CAREER EXECUTIVE ASSIGNMENT

An Equal Employment Opportunity Employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

**ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED**

**DEPARTMENT:** Department of Corrections and Rehabilitation

**POSITION:** Chief  
Office of Workforce Planning  
Division of Administrative Services  
CEA Level A

**FINAL FILING DATE:** September 25, 2013

**SALARY RANGE:** \$6,173 - \$8,874

### DUTIES/RESPONSIBILITIES:

Under the administrative direction of the Associate Director of Human Resources, the Chief, Office of Workforce Planning, CEA Level 2 is responsible for planning, organizing, directing, and coordinating the workforce planning functions for the California Department of Corrections and Rehabilitation (CDCR). The Chief is responsible for creating policies to establish a uniform, department-wide workforce planning program, aligned with departmental strategic planning, budget, and legislative processes. The Chief is the principal policy advisor to the Secretary and executive staff of CDCR regarding workforce administration, layoff and selection.

Duties include, but are not limited to:

- Develops, implements, and evaluates policies to ensure operational effectiveness, consistency, and standardization of workforce planning, recruitment, selection and succession management in accordance with the Department's mission, Strategic Plan, and court-ordered

mandates and will support the California Department of Human Resource Leadership Competency Model. Directs the development and uniform implementation of departmental policies and procedures impacting workforce and succession planning. Implements, interprets, and monitors the workforce availability and critical and evolving needs of the Department's mission. Initiates and monitors long range planning and evaluation of the various techniques used to meet workforce needs and identifies planning solutions.

- Provides leadership and direction on the development and implementation of all CDCR layoff plans and urgent, critical and time-sensitive layoff workload; manages specialized and complex activities related to CDCR layoff and placement procedures and processes; participates in layoff negotiations, and the processing and resolution of departmental employee grievance/complaints, statutory appeals, and arbitrations related to the layoff/placement process.
- Plans, organizes, and administers a comprehensive personnel succession plan for the Department that includes entry-level, supervisory, and managerial staff to offset anticipated attrition. Ensures succession management goals are met by identifying career paths and core competencies are identified in collaboration with subject matter experts and the Office of Training and Professional Development (OTPD). Formulates departmental policy and procedures relating to resource planning and reduction; develops and implements strategies to carry out policies and procedures; interprets implements and monitors the application of CalHR rules and regulations.
- Plans, organizes, and administers the recruitment and selection program for over 50,000 employees in approximately 500 departmental classifications working in CDCR institutions, programs, and divisions statewide. Develops comprehensive assessments and utilizes innovative and creative methodology for conducting examinations based on core competencies. Provides oversight of local testing officers regarding the selection program in over 30 institutions/facilities. Enforces implements, clarifies, recommends change, and streamlines processes for existing civil service examination policies consistent with court mandates and applicable laws, rules, and government codes. Manages recruitment and selection staff to produce viable candidates to fill critical vacancies such as warden, chief deputy warden, education classifications, and custody positions within CDCR.
- Serves as the primary advisor regarding significant policy issues on workforce planning and selection for CDCR. Represents the Department with oversight bodies such as the California Department of Human Resources, State Personnel Board, Legislative Analyst Office, and the Department of Finance and in meetings, conferences, and public hearings. Meets with individual program areas within the Department, including executive staff to profile current workforce, conduct needs assessments and gap analyses, and to develop plans to meet future workforce needs. Attends cabinet and executive staff meetings to present policy issues. Responsible for the establishment and maintenance of recruitment partnerships with external organizations to attract potential candidates.

## **MINIMUM QUALIFICATIONS:**

Applicants must meet the following minimum qualifications:

### **Either I**

Must be a civil service employee with permanent civil service status.

### **Or II**

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

### **Or III**

Must be a nonelected exempt employee of the Executive Branch for two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

## **KNOWLEDGE AND ABILITIES:**

Applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

1. Knowledge of the organization and functions of California State government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends in public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management; the Department's Equal Employment Opportunity Program objectives; a manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion; and for maintaining a work environment that is free of discrimination and harassment.
2. Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures, and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively promote equal employment opportunity in employment and maintain a work environment that is free of discrimination and harassment.

Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

These abilities and knowledge are expected to be obtained from the following kinds of experience: from paid or volunteer assignments; in State service; in other government settings; or in a private organization.

#### **DESIRABLE QUALIFICATIONS:**

- Experience demonstrating broad administrative and/or program manager experience with substantial participation in the development, formulation, and implementation of program policies.
- Knowledge of the rules, functions, and practices of the Department including personnel policies and practices, California civil service laws, rules and regulations, the budget process, and principles, trends, and current issues related to the Departmental layoff, workforce succession planning and workforce development.
- Experience which demonstrates the ability to represent the Department and communicate effectively, both orally and in writing, with the Legislature, Governor's Office, California Department of Human Resource, State Personnel Board, executive leadership, institutional and program staff, and other state agencies.
- Experience in providing executive level advice and consultation to Department management regarding personnel management services and layoff plans, including resolution of technical and procedural issues.
- Broad and extensive experience in personnel management and leadership which demonstrates the ability to plan, organize, and direct multidisciplinary staff; knowledge of appropriate techniques in the areas of establishing partnerships, customer service, training, motivating staff, recognition and progressive discipline, and selection principles; and a manager's role in contributing to and achieving an equal employment opportunity workplace.
- Ability to analyze complex problems and recommend effective courses of action; make independent, sound, ethical decisions regarding highly sensitive matters; and maintain confidentiality.

Supervisory/administrative experience in a managerial capacity at least equivalent to a Staff Services Manager II, Correctional Administrator, Department of Corrections, Parole Administrator I, Adult Parole, Program Administrator, Correctional School, or Youth Authority Administrator, including the implementation and/or evaluation of program policies. Experience which shall have demonstrated the ability to communicate with legislators, local governmental jurisdictions, and community and civic leaders. Experience in the development and implementation of policies and procedures.

#### **EXAMINATION INFORMATION:**

This examination will consist of a review by an executive screening committee of the candidates' Statement of Qualifications that describes their experience, knowledge, and abilities as they relate to the desirable qualifications identified in the bulletin, using predetermined evaluation criteria. In order

to be successful in this examination, a minimum rating of 70 percent must be attained. Each candidate will be notified in writing of the examination results.

Interested applicants who meet the minimum qualifications **must submit:**

- A Standard State Application (Form 678) and resume that clearly addresses your experience with job titles, names and addresses of employers, periods of employment, and education relevant to the Minimum Qualifications listed above.
- A **Statement of Qualifications** that describes your experience, knowledge, and abilities as they relate to the desirable qualifications identified in this bulletin. The desirable qualifications **MUST** be addressed and numbered in the same order as is listed. You must provide specific examples. The Statement of Qualifications will also serve as documentation of each candidate's ability to present information clearly and concisely in writing since this is a critical factor to successful job performance. **THE STATEMENT OF QUALIFICATIONS CANNOT EXCEED FOUR PAGES IN LENGTH OR BE LESS THAN SIZE 12 FONT. FAILURE TO FOLLOW THIS FORMAT WILL RESULT IN ELIMINATION FROM THE EXAMINATION. APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION. RESUMES DO NOT TAKE THE PLACE OF THE STATEMENT OF QUALIFICATIONS.**

Information regarding the completion of a "Statement of Qualifications" may be obtained via the CDCR internet website at:

[www.cdcr.ca.gov/Career\\_Opportunities/HR/OPS/Exams/Exams\\_Executive/index.html](http://www.cdcr.ca.gov/Career_Opportunities/HR/OPS/Exams/Exams_Executive/index.html)

#### **USE AND APPLICATION OF EXAMINATION PROCESS:**

The results of this examination will be used solely to fill the Chief, Office of Workforce Planning, Division of Administrative Services, CEA Level A vacancy. For further information regarding this position, please contact Jewell Stewart at (916) 445-9287 or [Jewell.Stewart@cdcr.ca.gov](mailto:Jewell.Stewart@cdcr.ca.gov).

#### **FILING INSTRUCTIONS:**

A Standard State Application (Form 678), resume, and Statement of Qualifications must be submitted and postmarked by September 25, 2013 to Jewell Stewart, Office of Executive Appointments, P.O. Box 942883, Sacramento, California 94283-0001 or in person at 1515 S Street, Room 100-S, Sacramento, California. Applications postmarked, personally delivered, or received via interoffice mail after this date will not be accepted for any reason.

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the same street address listed above for the Office of Executive Appointments.

Effective January 1, 2009, Government Code Section 18991 was enacted which permits persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty to apply for Career Executive Assignment (CEA) examinations, for which he/she meets the minimum qualifications. Person's

applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of his/her DD214 with their Standard State Application (Form 678).

**GENERAL INFORMATION:**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not ensure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this examination and all candidates who pass will be ranked according to their scores.

The California Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**DEPARTMENT OF CORRECTIONS AND REHABILITATION**

*Vision: The overarching vision is to end the causes and tragic effects of crime, violence, and victimization in our communities through a collaborative effort that provides intervention to at-risk populations and quality services from the time of arrest that will assist our clients in achieving successful reintegration into society.*

*Mission: The overarching mission is to improve public safety through evidence-based crime prevention and recidivism reduction strategies.*